FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: TDOT

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		Materials Maintenance					
TD	1.00	The system must be capable of creating and adjusting work plans based on budget, manpower, material, equipment, desired accomplishment and level of service variables. The output will include printable work plans for long term maintenance programs, maintenance projects, special projects, and seasonal and routine maintenance activities.					
TD	2.00	The system shall provide the functionality to create, simulate, project and balance maintenance activities under varying scenarios and ultimately to develop yearly work plans based on the following criteria:					
TD	2.01	Inventory					
TD	2.02	Activities					
TD	2.03	Levels of Service					
TD	2.04	Performance Standards					
TD	2.05	Available Funding					
TD	2.06	Availability of Resources					
TD	3.00	These planning values represent the “base” for the calculations of the work plans and the subsequent budgets, resource requirements and performance evaluation processes.					
TD	4.00	The system must provide a mechanism to develop an annual work plan (by unit/crew) to anticipate work that can be completed by available manpower and equipment. The annual work plan should be capable of documenting goals set by the department and become the basis for evaluation of the maintenance program.					
TD	5.00	The system shall provide a mechanism to generate and calculate an annual budget (by unit/crew) and integrate it with the overall work plan for estimated costs for labor, equipment and materials required for each activity in the work plan.					
TD	6.00	The system must be able to calculate and predict the amount of time, labor, equipment and costs required to perform maintenance activities at various levels of service. (i.e. the ability to perform “what if” scenarios).					
TD	7.00	The system must provide the ability to prioritize and schedule work by activity for long-range planning.					
TD	8.00	The system must provide a mechanism to create work schedules for demand-responsive maintenance.					

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TD 9.00	The system should allow designated personnel the ability to develop daily, weekly, bi-weekly and monthly crew work schedules. Printed crew work cards could be used to drive daily work activities.					
TD 10.00	The system must be flexible and allow designated personnel the ability to make real-time assignments and adjustments for personnel, equipment, activities and work crews.					
TD 11.00	The system should have the ability to assign labor resources based on the individual function, role, or skill required to perform the particular activity.					
TD 12.00	The system should be capable of providing a *preliminary* work schedule, based on statewide budget, goal and resource parameters.					
TD 13.00	The system should allow designated personnel the ability to define and create a work calendar.					
TD 14.00	The system must have the ability to automatically compare completed work accomplishments versus scheduled work.					
TD 15.00	The system should be able to track and reassign work not completed.					
TD 16.00	The system should be able to track, report, evaluate and schedule work based on the type of activity being performed.					
TD 17.00	The system should allow designated personnel the ability to define work periods and non-work periods (weekends, holidays) for a job, which automatically determines the days available for the system to schedule work.					
TD 18.00	The system must track, report, and maintain a history of field maintenance inspections.					
TD 19.00	The system must be able to track, schedule and report equipment usage.					
TD 20.00	The system will have access to the cost of materials associated with maintenance activities.					
TD 21.00	The system will have the ability to create cost estimates for activities.					
TD 22.00	The system shall provide a single source data entry point to avoid duplication of effort, and provide the information necessary for reports (accomplishments, resource usage, time, roadway feature inventory updates, etc.) to be generated from this single source of data.					
TD 23.00	The system must be capable of providing specified personnel the ability to record daily work documentation (labor, equipment, and material) into the system using the following devices:					

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TD	23.01	Desktop.					
TD	23.02	Laptop or hand-held computers.					
TD	23.03	Scanners.					
TD	23.04	Electronic clipboards.					
TD	23.05	Tablets with handwriting recognition.					
TD	23.06	Voice recognition systems.					
TD	24.00	The system must provide a user-friendly mechanism for entering crew day (daily work report) information electronically.					
TD	25.00	The system must provide a mechanism to maintain an average hourly wage table by position classification. (i.e. county supervisor @ $12.50 per hour).					
TD	26.00	The system should provide a mechanism to use, accept, and maintain electronic signatures in accordance with departmental standards.					
TD	27.00	The system shall be designed to track equipment usage by specification data.					
TD	28.00	The system should automatically generate an equipment log showing tracked information. (i.e. the equivalent of a form DT-0498).					
TD	29.00	The system shall provide the capability to track equipment loaned to other districts.					
TD	30.00	The system must provide a mechanism to maintain average equipment cost of operating equipment. (i.e. dump truck =$.50 per mile).					
TD	31.00	The system shall provide the capability to capture, track and manage material costs (Direct Purchase, Statewide Contract or Local Purchase) for each maintenance work activity by unit, dollar amount and description.					
TD	32.00	The system must allow authorized personnel the ability to control the timing, availability and posting of data.					
TD	33.00	The system should allow an authorized program manager the ability to create and maintain a funding database, capable of tracking funds by source, status (whether allocated or not), constraints, amounts by year, and other possible authorized user defined fields as needed.					
TD	34.00	The system should provide the capability of tracking funding expenditures.					
TD	35.00	The system shall provide the capability of allocating funding resources.					

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TD 36.00	The system must provide the capability to estimate the quantity and unit cost for labor, equipment, and material. This is especially important when determining Annual Work Programs and Budgets.					
TD 37.00	The system should provide the ability to determine the cost of performing an activity by location.					
TD 38.00	The system shall derive a Maintenance Rating Index from values assigned for roadway classification, priority of activity and a factor for level of importance for each facility type. The system shall allow the Maintenance Rating Index to be manipulated and applied to activities.					
TD 39.00	The system should be capable of maintaining inventory of all maintenance activities. These activities include but are not limited to:					
TD 39.01	Roadway					
TD 39.02	Roadside					
TD 39.03	Drainage					
TD 39.04	Signs					
TD 39.05	Applicable bridge information					
TD 40.00	The system shall provide for roadway feature inventory with location (county route mileposts or GPS reference points), type, quantity, date installed, and condition of the feature.					
TD 41.00	The system shall provide the capability of adding and deleting feature inventory throughout the year and also allow for updating of re-inventoried items.					
TD 42.00	The system shall provide the capability of rating the condition of pavement. The Pavement Management (PMS) will provide the data to TRIMS. The system must interface with TRIMS to obtain this information.					
TD 43.00	The system shall provide the capability to show the available equipment and what job the equipment was used for. (i.e. integration of equipment scheduling and work scheduling).					
TD 44.00	The system shall provide the capability to record the usage, cost and location of equipment and provide for review of equipment activity and downtime.					
TD 45.00	The system must provide the ability to set service levels. Service levels relate to the condition of the maintainable elements and specify the levels to be maintained for each element.					

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TD 46.00	The system must also provide a mechanism to track when a specific element falls below the specified service level.					
TD 47.00	The system must provide a mechanism to assist appropriate personnel in developing a maintenance program. (i.e. the level of service must be capable of assisting in budget development).					
TD 48.00	The system shall provide the capability of adjusting service levels to those that can be realized with appropriated funds.					
TD 49.00	The system must provide the capability to set performance standards for each work activity.					
TD 50.00	The system shall provide the capability to measure performance that reflects actual conditions encountered and reported in the field.					
TD 51.00	The system should provide the capability of performance standards to test the comparative efficiencies, productivities, and cost–effectiveness of various work procedures, equipment, material types, and crew sizes.					
TD 52.00	The system should provide the capability to set pre-defined threshold standards (condition standards). Threshold standards are standards that can be allowed to exist before a specific highway feature is considered not to meet the expectations of the agency, and when corrective action should be taken to improve the situation.					
TD 53.00	The system shall provide the capability to generate statistics and summary reports pertaining to material usage, costs, and other information needed for accounting and budgeting.					
TD 54.00	The system must provide a mechanism to document and report the causes of re-scheduling the work. These causes include but are not limited to:					
TD 54.01	Bad Weather Conditions					
TD 54.02	Equipment Breakdown					
TD 54.03	Emergencies/Accident Repairs					
TD 55.00	The system should be capable of notifying specified personnel of missed work. (i.e. if a project has been re-scheduled due to unforeseen circumstances).					
TD 56.00	The system must allow for the tracking of floating crews (individuals assigned to an activity outside of their county) and ensure that time, equipment, and material usage is tracked at the county of where the work is performed.					

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TD	57.00	The system must allow for the tracking of actual versus planned maintenance expenditures. This will allow for tracking the percent of total maintenance funds expended on each set of maintenance functions, as well as the percent of labor hours and the percent of materials and equipment hours spent on each group.					
TD	58.00	The system must generate and track the equivalent documentation including:					
TD	58.01	Assigned Crew Members Names					
TD	58.02	Hours Worked (regular and overtime)					
TD	58.03	Activity					
TD	58.04	Activity #					
TD	58.05	Crew Size					
TD	58.06	Equipment (vehicle tag #, hours, mileage, and description)					
TD	58.07	Material (description, unit, amount used)					
TD	58.08	Accomplishment					
TD	58.09	Date					
TD	58.10	District/County					
TD	58.11	Location and Special Instructions					
TD	59.00	The system must have the capability to differentiate contracted versus internal work and also provide the ability to allow cost comparison.					
TD	60.00	The system shall provide the capability to establish and track the progress of maintenance work performed by contract.					
TD	61.00	The system shall provide a mechanism to support contract analysis and management.					
TD	62.00	The system must provide the capability to modify contracted and privatized work plans during the year.					
TD	63.00	The system shall provide the capability of placing threshold limits on each activity. When an activity reaches or exceeds a specified amount or percentage, a flag should alert designated personnel that they are reaching/exceeding the amount/percentage.					
TD	64.00	The system shall track over-runs on maintenance projects that are performed by construction or other entities.					
TD	65.00	The system should be fully integrated and by able to obtain project letting information from the project module					

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TD 66.00	The system must provide a mechanism of interfacing with the TDOT Document Management System (under development) to facilitate the centralized management of documentation (forms, letters, etc.) associated with maintenance projects.					
TD 67.00	The system must provide the capability of interfacing with the TDOT GIS system (under development) to allow personnel to see data presented in a geographic manner and to provide personnel with the ability to access information through a geographic interface.					
TD 68.00	The system must provide the ability to create and print work calendars projecting work scheduled versus available resource.					
	Construction Bid Management					
TD 69.00	Once a project has been identified for letting, the Bid Letting System should facilitate the creation of a master project file for storage of pertinent project information. Information contained within the master project file will include, but not be limited to:					
TD 69.01	Project Name					
TD 69.02	Project Numbers (determined during planning, programming, and design)					
TD 69.03	Contract Number					
TD 69.04	Detailed Bid Item Information (numbers, descriptions, units of measure, estimated quantities, etc.) *It is intended that the bid item information will be automatically transferred into the master project file by means of a dynamic link to the electronic plans.*					
TD 69.05	Applicable Special Provisions					
TD 69.06	Proposed Bid Letting Date					
TD 69.07	Applicable Special Provision Numbers					
TD 69.08	DBE Goals (when determined by construction)					
TD 69.09	State Estimate (when completed by the estimators)					
TD 69.10	Dynamic Link to Electronic Plans for Each Project					
TD 69.11	Linear Referencing System (LRS) Information					
TD 70.00	The system shall use the master project file to construct proposals.					
TD 71.00	The system shall create proposals in a centralized document management system. The proposal will consist of the following sections generated from information contained in the project file and standard text documents stored in the document management system:					
TD 72.00	The system should provide a mechanism to allow authorized users access to electronic plans for each project that has been identified for letting					

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TD 73.00	The system must provide notification capabilities to alert proposal coordinators of changes to the Master Project File or Electronic Plans that will affect the proposal					
TD 74.00	The system should provide a windows driven interface to enter the state estimate for bid items contained in the Master Project File.					
TD 75.00	The system should use the information contained within the master project file to provide state estimators with information regarding bid items, supplemental specifications, special provisions, and plan details					
TD 76.00	The system will store the State Estimate in the Master Project File.					
TD 77.00	The system must provide notification capabilities to alert appropriate personnel to changes in the Master Project File that may affect the State Estimate.					
TD 78.00	Authorized personnel should be given access to the State Estimate, to establish appropriate DBE goals for individual projects.					
	Construction Management					
TD 79.00	The system shall provide a mechanism to automatically generate and distribute Award Notices and Work Order information to appropriate parties and personnel.					
TD 80.00	The system shall determine appropriate Award Notice and Work Order distribution based on contract information obtained from the Bid Letting System.					
TD 81.00	Award Notices and Work Order information generated by the system must contain the following information to be obtained from the Bid Letting System:					
TD 81.01	Contractor's name					
TD 81.02	Execution date					
TD 81.03	Effective date					
TD 81.04	Completion Date (if applicable)					
TD 81.05	Working Days (if applicable)					
TD 81.06	Adjustment Items					
TD 81.07	Surety & Agent					
TD 81.08	Supplemental Description's of Bid Items					
TD 82.00	The system shall store the Award Notice and Work Order for each project in a central document management system for access by all necessary parties throughout the department.					
TD 83.00	The system shall facilitate the automatic creation of electronic field books to document construction quantities based on bid item numbers contained in the bid letting system for each specific contract.					

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TD 84.00	The system shall facilitate the automatic creation of the appropriate diaries to document project activities. The diaries to be created include but are not limited to (daily work activities, traffic control, erosion control, etc.)					
TD 85.00	The system shall utilize a dynamic link from the electronic plans to the electronic field book system to automatically include or delete bid items resulting from revisions created during construction.					
TD 86.00	The system shall facilitate the automatic creation of item documentation sketch sheets for bid items requiring sketches for additional documentation. Each sketch sheet will be preprinted with the appropriate identifiers for easy scanning into the document management system. The system should contain the option of printing sketch sheets for applicable bid items at the start of construction or on demand as necessary.					
TD 87.00	The system should be capable of projecting the materials and testing effort that will be necessary to complete the project based on the estimated quantities used for bid letting.					
TD 88.00	The system shall facilitate the automated invitation of appropriate individuals to the Pre-Construction Conference. Attendees will be identified by information contained in the plans and contract.					
TD 89.00	The system should facilitate informing invited parties of the documentation they are expected to provide at the Pre-Construction Conference.					
TD 90.00	The system shall provide a mechanism to upload and display electronic copies of a contractor documents.					
	Project Development					
TD 91.00	The system shall maintain cost estimates for each project from conception through construction in a centralized area for access by authorized personnel.					
TD 92.00	The system must provide user level security access to maintain the confidentiality of each cost estimate.					
TD 93.00	The system should provide a mechanism to produce and track project estimates during the planning phase of a project.					
TD 94.00	The system should provide current unit cost information for transportation system improvements. The unit cost information should be derived from using a standard set of items and average quantities compared to historical bid information and current market and cost based data.					
TD 95.00	Unit cost information should be dynamically linked to historical bid information and current market and cost based information databases to automatically update estimates in response to current market fluctuations and bid patterns.					

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TD 96.00	The system shall provide a mechanism to automatically generate and distribute starting notifications to appropriate parties.					
TD 97.00	The system shall provide interface capability to transfer electronic geometric design data contained in CADD files to data collectors to allow TDOT and contractor crews to complete construction survey and staking in a timely and cost efficient manner.					
TD 98.00	The system must be capable of providing project inspectors with ability to document project quantities and project activities in electronic field books using:					
TD 98.01	Laptop computers					
TD 98.02	Hand-held computers					
TD 99.00	The system must be capable of calculating quantities of certain bid items based on the entry of specific measurable quantities that relate directly to the bid item (e.g. the system must be able to calculate cubic yards of excavation by entering length, width, and depth, or interfacing with a data collector.). The measured parameters for each bid item will be identified by construction personnel.					
TD 100.00	The system shall provide a mechanism to download cross section information contained in surveying data collectors, transfer the information into a designated survey and design package, and transfer the appropriate “cross-section derived” quantity to the electronic field book.					
TD 101.00	The system shall provide a mechanism to enter and manage monthly labor interviews into a centralized location for access by authorized departmental personnel.					
TD 102.00	The system must provide data entry safeguards to prevent data loss due to multiple concurrent logins into a project file. The system could use a check-in/check-out system for project field books and diaries. The “check-in/check-out” system will protect the project documentation from data loss due to multiple concurrent entry logins.					
TD 103.00	The system must provide a mechanism to store and manage data from tests completed by the materials and testing division for each construction project. The system should be capable of tracking sample test results for each bid item.					
TD 104.00	The system should be capable of notifying specified personnel of Materials and Testing sample failures on each individual project.					
TD 105.00	The system should provide the capability of flagging quantities intended for payment that do not have the appropriate Materials and Test Certifications.					

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TD 106.00	The system should facilitate the automated tracking of contractor payroll records possibly requiring the contractors to use department specified payroll tracking software and require a regularly scheduled download of information. Information to be tracked includes:					
TD 107.00	Worker Name					
TD 108.00	Projects on which each individual worked					
TD 109.00	Corresponding job titles for each project					
TD 110.00	Corresponding rates paid for each title on each project					
TD 111.00	The system shall provide a flagging mechanism to identify contractors that do not appear to be in compliance with departmental guidelines according to the payroll data tracked by the system.					
TD 112.00	The system shall provide a flagging mechanism to identify and track non-verified quantities. The flagging system should also include a tracking system to document the resolution of quantity discrepancies.					
TD 113.00	The system must provide the ability to track and display construction zone limits, including construction zones for maintenance crews. The system should facilitate the inclusion of termini for construction zones to be entered into the system by means of truck mounted GPS equipment. Along with geographic information for construction zones, the system should be capable of tracking, at a minimum, dates, times, activities, and significant events in each construction zone.					
TD 114.00	The system shall provide the ability to track daily maintenance activities and the location of daily maintenance work zones through the use of electronic project diaries.					
TD 115.00	The system must provide a mechanism to track utility relocation progress including baseline utility location information (geographic positions and dates of documentation) and utility relocation activities (geographic position of relocated utilities, dates and summaries of activities).					
TD 116.00	The system should have the ability to manage materials and testing samples with time critical constraints (e.g. making sure concrete cylinders get to the curing room in the appropriate time frame, making sure they are tested on time, and knowing where they are at any given time).					
TD 117.00	The system should capture materials and testing data from all locations for each project into a centralized system for access by all necessary personnel.					
TD 118.00	The system should provide real time or near real time access to the materials and testing reporting data.					

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TD 119.00	The system should provide timely and dependable delivery of materials and testing notifications and requirements.					
TD 120.00	The system should provide a mechanism to facilitate the timely and efficient transmission of friction pile load test and test pile data and recommendations between the field and the structures division.					
TD 121.00	The system should use methodology similar to work order tracking systems to identify, document, and track resolutions of problems, changes, and revisions encountered during construction.					
TD 122.00	The system should have automated notification capabilities to coordinate testing that is dependent upon meeting specific milestones in the life of a project (bridge inspections, rideability, etc.).					
TD 123.00	The system should have the capability to provide notification of commencement and termination of key events including lane closures, movement of oversized materials, etc. to appropriate personnel.					
TD 124.00	The system should have the ability to regularly update and maintain a visual record of construction zones. (e.g. Digital Photo-Logs, Digital Aerial Photographs, etc.).					
TD 125.00	The system should have the capability of notifying appropriate parties when a construction project is finished and open for traffic					
TD 126.00	The system will have the ability to track and manage receipt of performance surety bonds for applicable items.					
TD 127.00	The system will provide access to job field books to establish a final records book.					
TD 128.00	The system will provide access to job field books to verify quantity calculations.					
TD 129.00	The system will provide automated correlation of test and field book data to verify quantity estimates.					
TD 130.00	The system will provide functionality to easily complete calculations on adjustment items.					
TD 131.00	The system must provide a mechanism to provide explanations for item over and under runs on each project.					
TD 132.00	The system must provide a mechanism to coordinate the checking of final contract records between final records and Materials and Test.					
TD 133.00	The system must provide a mechanism to correct errors, if applicable after being checked by Final Records and Materials and Test.					
TD 134.00	The system must provide a mechanism to publish advertisements for claims against contractors after the project has been completed.					

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TD 135.00	The system must provide a mechanism to transmit, document return receipt, upload, and manage the labor and materials affidavit for final payment to be released for a contractor.					
TD 136.00	The system should facilitate the creation of a centralized location for storage of pertinent bridge design & inspection, and maintenance information. Information contained will include, but not be limited to:					
TD 136.01	As built information					
TD 136.02	final deck elevations					
TD 136.03	final pile cap elevations					
TD 136.04	final foundation elevations					
TD 137.00	The system must provide notification capabilities to alert appropriate personnel to when a bridge is ready for final inspection prior to being opened to traffic.					
TD 138.00	The system shall provide interface capabilities to update design plans if as-builts vary from the plan.					
TD 139.00	The system must provide a mechanism to document claims filed against contractors for each individual project.					
TD 140.00	The system must provide a mechanism to document lawsuits filed against contractors for each individual project.					
	Program Management					
TD 141.00	The system should manage multiple organization-wide projects at the program level as well as individual or groups of projects at the project management level.					
TD 142.00	The system should be able to maintain inventory of all projects at the program level. Selected projects are “programmed” (i.e. approved or authorized for development) and are developed as active projects, which are managed at the project level.					
TD 143.00	The system must have the capability to differentiate programmed vs. candidate projects.					
TD 144.00	The system must allow the authorized user to move from candidate projects to programmed projects.					
TD 145.00	The system should be capable of building and maintaining multiple long/medium/short range programs, each consisting of +/- 1000 projects.					
TD 146.00	The system should have the capability to add candidate projects to a program database. The data should include as a minimum:					
TD 146.01	unique identifier,					
TD 146.02	route number/name, route termini,					
TD 146.03	type of improvement,					

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TD 146.04	estimated cost,					